

Community Center

1. No alcoholic beverages allowed on premises.
2. Premises must be vacated by 11 o'clock p.m.
3. No smoking allowed on premises.
4. Chairs must be placed on tables and dry swept. Town Board may approve changes to this rule upon request.
5. No animals allowed in building without prior Town Board approval.
6. Groups with participants 21 years of age and under must be chaperoned by a minimum of one (1) adult per twenty (20) participants.
7. Groups may use only the area requested and keep their participants from interfering with other groups in the building.
8. All meetings must be coordinated and arranged through the Town Clerk's Office for use of the Community Center.
9. Community Center may not be used on any private occasions or profit making activities without approval of the Town Board.
10. Town Board is responsible for enforcement of all Town Board rules and regulations and may exercise the option to deny privileges to any group violating same.
11. Any damages to building, furnishings, etc., must be compensated for by that group or party responsible or future use may be denied.
12. Cancellation or change in schedules must be coordinated through the Town Clerk's Office.
13. Storage cabinets are available to groups at the discretion of the Town Board. Those groups shall be responsible for maintenance of keys and locks. The Town of Marilla is not responsible for any contents of the lockers.
14. Chaperones shall be responsible for supervision of their groups while on the premises.
15. Groups are responsible for returning the facility back to the same condition in which it was found. This includes policing the restrooms, kitchen area, and meeting rooms. Receptacles are provided for use. If stove or refrigerator are used, PLEASE make sure they are left clean. Spills are easier to wipe up if done immediately. Garbage should be consolidated in plastic bags (in kitchen) and put into washroom where brooms and sweepers are located. Groups not cleaning kitchen will lose privileges to kitchen use.
16. Group leaders are responsible to make the following announcement at the start of each program. "If the fire alarm sounds, everyone must exit the building immediately." A Fire Company or other Official in charge will advise you when it is safe to re-enter the building.
17. In the event of closing of the building due to power outages, inclement weather or the like, the caretaker or Town Clerk will notify group leader who will be responsible for advising their participants.
18. Groups that wish to decorate the rooms must see the Town Clerk. Special tape is available at no charge for use. Groups will pay for damage to walls or other areas if you use masking tape, duct tape, or other adhesives that do cause

damage. All tape and decorations must be removed at the completion of your event.

19. Each group leader will make sure the front door is fully closed and locked when you finish unless you have other instructions from the Town Clerk or caretaker.
20. Failure to follow the above Rules and Regulations could result in cancellation of your reserved meeting times by the Town Board.